

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: January 23, 2012

PAYROLL LETTER #12-002

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **NOTIFICATION OF REVISED FORM STD. 699 DIRECT DEPOSIT ENROLLMENT**

Payroll Letter #11-017 provided information on the implementation of the International ACH Transaction policy and the revision to the STD. 699 Direct Deposit Enrollment Authorization form due to the policy. Because of a delay in the availability of the revised form (12/2011 revision date), the implementation of the new form was delayed. The 12/2011 revision of form STD. 699 is now available on the DGS Office of State Publishing website at <http://www.documents.dgs.ca.gov/osp/pdf/std699.pdf>.

Effective February 1, 2012, SCO will no longer accept form STD. 699 Direct Deposit Enrollment Authorization without the revision date of 12/2011.

If you have any questions, please contact Cynthia Rounds at (916) 445-6983 or crounds@sco.ca.gov.

LC:CR:PPSD